



New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
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Chapter:	A	Health Services	3-27-1992
Subchapter:	6	End of Life Care	
Issuance:	500	Conditions of CP&P Payments for Funeral and Burial Expenses	

Overview 3-27-92

Legally responsible persons (LRPs), such as parents and guardians, are responsible for the payment of funeral and burial costs of their children who pre-decease them.

Payment by CP&P is not automatically provided for funeral services on behalf of a child who dies while in placement. All combined available resources of the child and his parents/guardians, including government benefits, must be thoroughly exhausted before CP&P provides funding. See N.J.S.A. 30:4C-22.

CP&P shall pay for a proper burial of the child (see Definition, CP&P-V-A-6-400), or contribute toward that burial, when there are unavailable or insufficient funds available from other sources.

The determination of resources to pay for the funeral and burial of the child must be completed quickly and efficiently in order to proceed with making the arrangements and determining whether and how much CP&P will contribute.

All payments issued by CP&P must be specified on a Special Approval Request, CP&P Form [16-76](#), and approved by the LO Manager.

Resources of the Deceased Child 3-27-92

Resources of the deceased child include but are not limited to:

- cash on hand or in the hands of others as property of the child, such as bank accounts, burial funds and trust funds, including those held by CP&P (contact the Bureau of Revenue Development for information);
- other resources owned by the child, such as securities or real estate;
- life insurance or other death or funeral benefits to which the child's LRP(s) is named beneficiary;

- pre-paid burial contracts and/or court ordered burial arrangements;
- funds owed to the child at the time of his death.

Note: The child's foster/adoptive parents may wish to contribute toward, or bear the full cost of the child's funeral and burial.

Available Government Benefits 11-10-97

If the child was Title IV-E eligible at the time of his death, or if the child had been on WFNJ TANF prior to placement, CP&P contacts the respective County Welfare Agency on behalf of the LRPs to determine whether the child is eligible for funeral and burial funds, and the amount of those funds. See N.J.S.A. 44:10-1, 44:8-107, and 44:7-85.

If the child was receiving Supplementary Security Income (SSI), Social Security survivor's benefits (SSA), Rail Road Retirement benefits, Civil Service or other pension benefits, or Veteran's Administration benefits at the time of his death, those programs are also contacted to determine whether the child is eligible for/entitled to receive funeral and burial funds and/or a lump sum death benefit.

Determination of Amount of Payment by CP&P 3-27-92

The maximum amount of payment by CP&P for a child's funeral and burial is set by law to be "the average cost for a proper burial and funeral charged by funeral directors in the locality in which the child is buried," N.J.S.A. 30:4C-32.

It is the responsibility of the Area Business Manager to determine the average costs charged in the locality by:

- funeral homes, and
- cemeteries.

This determination shall be made at least once every two years. The Area Business Manager notifies each LO within the region, the Area Director, the Coordinator of Fiscal and Management Services and the Office of Accounting of these costs.

If the resources available on behalf of the child are insufficient, CP&P supplements them up to the amount required for proper funeral and burial.

Method of Payment and Amount of Payment in Special Circumstances 3-27-92

The funeral director and cemetery official each complete and submit the CP&P Form [K-100](#) for the funeral/burial services provided. If other financial resources were utilized, each provider must note these on the CP&P Form [K-100](#). The forms are signed by the Worker, then initialed and dated by the Local Office

Manager indicating that the services were provided and that the amounts charged are in accordance with CP&P payment policy. An SAR, signed by the LO Manager, is attached to the [K-100](#)s and forwarded to the Office of Accounting for processing.

Payment for a memorial service (see CP&P-V-A-6-400) is in the form of a reimbursement. The LO Manager may approve expenditures associated with this special service (fees for use of facility, gratuity to clergy, flowers to the foster parents, etc.) up to a limit of \$200, using a Special Approval Request, CP&P Form [16-76](#), completed by the Worker (with input from the Foster Care/Adoption Home Finding Unit, if necessary) per form instructions. Based upon the LO Manager's approval, a CP&P Form [K-100](#) voucher is completed by the Worker and the provider(s), attached to the endorsed SAR, and submitted to the Office of Accounting to generate the reimbursement.

Payment for an assessment/evaluation of foster/adoptive parent(s)/family, to determine readiness to accept another foster/adoptive child into the home (see CP&P-V-A-6-700c), is in the form of a reimbursement and requires the advanced approval of the LO Manager on a Special Approval Request, CP&P Form [16-76](#). Once approved, the foster/adoptive parent(s) undergoes the evaluation and submits either a paid receipt from the mental health professional/service provider, or the provider's bill itself. Reimbursement is processed through a State of New Jersey Payment Voucher, PV 6/93, which is certified by the Worker after it is signed by the foster/adoptive parent (with the provider's bill attached) or signed by the provider. The CP&P Form [16-76](#) approval and a paid receipt or a billing invoice are submitted with the PV 6/93 to the Office of Accounting. See comparable procedures in CP&P-IV-B-2-150..

Florists are paid on a CP&P Form [K-100](#), which must be attached to an SAR, signed by the LO Manager. The RDS initiates efforts to enter into a purchase-of-service contract with at least one florist in the county. In the absence of a contract, a florist willing to accept a state invoice is utilized.

Up to a limit of \$50 per floral arrangement/fruit basket may be spent on the purchase of flowers and/or fruit basket(s) for the child's funeral (funeral parlor) and/or to be sent to the home of the birth parents and/or foster/adoptive parents. This expense is included in the \$200 allowable for a memorial service, noted above.

Procedures Related to Funeral and Burial Payment

3-27-92

Responsibility	Action Required
Area Business Manager	1. Determine, once every two years, the average costs charged by funeral homes and cemeteries in

	<p>the region.</p> <p>2. Notify each LO within the region, the Area Director, the Coordinator of Fiscal and Management Services, and the Office of Accounting of these costs.</p>
Worker	<p>3. Determine that CP&P has financial responsibility for the funeral and burial.</p> <p>4. Help make or oversee the arrangements.</p> <p>5. Complete a Special Approval Request, CP&P Form 16-76, specifying payments to be made by CP&P.</p>
LO Manager	<p>6. Review and approve the SAR.</p>
Funeral Director or Official	<p>7. Provide funeral and or Cemetery burial</p>
Worker	<p>8. Send CP&P Forms K-100 to the funeral director and cemetery official</p>
Funeral Director or Official	<p>9. Return completed Form and K-100s to the Case Official Manager, noting the amount contributed from non-agency parties.</p>
Worker	<p>10. Attach the signed SAR to the Form K-100s. Forward Form K-100s through the Supervisor to the Local Office Manager for approval</p>
Local Office Manager	<p>11. Review Form K-100s and LO indicate approval by dating and initialing the forms.</p> <p>12. Send K-100s and the SAR to the designated clerk within the office.</p>

Clerk	13. Forward Form K-100 s to the Office of Accounting.

Note: Do not terminate the deceased child's case on NJS until all funeral and burial associated services payable by CP&P have been completed, to allow for timely payment for these services. (Two weeks' time is sufficient, in most case situations.)

Referrals for Those Ineligible for CP&P Payment 3-27-92

Other situations in which a child or parent has died and the family has no resources or inadequate resources may be referred to the County Welfare Agency if the deceased was a recipient, or to the local Municipal Welfare Department. Both agencies have authority to provide funds for funeral and burial services, in some situations.